

Events Coordinator – Town of Lovettsville

The Town of Lovettsville, VA (pop. 1,700+) located in northern Loudoun County, VA is a small, but fast growing and progressive community committed to ensuring a strong quality of life for its residents and dedication to economic development. A major component to both, quality of life and economic development, are the many events held by the Town and civic groups. Examples of these events include the massively popular Oktoberfest (last weekend of September) and MayFest (you guessed it, held in May) which are attended by thousands of people who come to Lovettsville to enjoy music, food, games, entertainment, good company, and beer! Other smaller events such as movie and concert series are also held to improve quality of life and attract nearby visitors (these two specific events will also help encourage the development of our soon to be constructed town center commercial district). Finally, economic development events such as business expo's and business mixers are held to encourage business collaboration and development.

During the FY 16 Budget deliberation process, the Town Council and Town Manager determined that an Events Coordinator position was now needed to help professionalize the management of these events. Specifically, Lovettsville needs an events coordinator to: plan events; manage event budgets, procurement, and logistics; recruit and coordinate volunteers; manage vendors; secure required permits; market events (including websites/social media); develop goals and metrics and measure performance against these metrics; provide staff support to the multiple event committees and to the "We're In Business and Tourism" committee; and support the Town Manager/Town Staff with all other Event requirements.

The Events Coordinator will serve at the pleasure of the Town Manager and will report to the Town Manager, and/or designee, on all facets of staff support to events. Since Town Events are a priority strategy of Town Council and because Town Council Members manage the event committees and the "We're In Business and Tourism" committee, the Events Coordinator will also be evaluated closely by Town Council on his/her performance. The successful candidate shall possess strong verbal and written communication skills, strong interpersonal relationship abilities, the ability to manage multiple projects simultaneously, and a track record of successfully managing large social events. Lovettsville is seeking a candidate who is looking for a flexible part-time schedule (8-12 hours per week- however this can go up higher in the lead up to our major events) and is passionate about our Town Events and social events in general.

Required: Associates Degree in Events Management or Planning, Marketing, or a closely related field and at least 3 years of events management experience, or an equivalent combination of education, training and experience. Bachelor's Degree is preferred.

Salary and Benefits: Range \$15-\$25 per hour depending on qualifications. Visit www.lovettsvilleva.gov or call 540-822-5788 for more information. Download an application at www.lovettsvilleva.gov. Mail completed application, cover letter and resume to: Town of Lovettsville, P.O. Box 209, Lovettsville, VA 20180. Applicants are encouraged to submit their applications to the Town of Lovettsville no later than October 23, 2015 when the Town will begin to review applications and invite qualified candidates for interviews.